

**Trumbull Emergency Medical Service
Commission Meeting
October 27, 2009**

Present: Vi Watson, Joseph Rodriguez, John Butkus, Louise Evans, Barbara Crandall, Michael DelVecchio

Absent: Shelley Ralsten, Charlie Evans, Dominick Rutigliano

The meeting was called to order at 7:07pm by Vi Watson. Minutes of September 22, 2009 were read by Joseph Rodriguez. Two corrections were made to the minutes: Under the Executive Director's Report #5 – should read "Disposition of the current stretchers - one would be retained as a back-up and one would be used as a trade-in." Under Executive Director's Report #6 – the word "the" is misspelled in the first line. Motion was made by John Butkus, seconded by Louise Evans to approve the minutes as amended. Unanimous.

Commissioners' Reports

No reports given.

Chairman's Report

Vi Watson noted the Board of Finance approved the transfer of money from the Program Supply account to the Capital Outlay account to facilitate the purchase of our new stretchers. Barbara Crandall noted the order has been placed which includes an additional battery for each. In-services will be conducted with the Stryker representative on their use.

Vi noted that the Jewish Home withdrew its application to relocate in Trumbull.

Executive Director's Report

No additional report given.

Director of Operations Report

Michael DelVecchio reported on the new ambulances noting that the TEMS radio antenna needs to be relocated on the ambulance because of interference with the AM/FM antenna. Mike and John Butkus will meet with Joe Mitri at Highway to discuss vehicle maintenance and record keeping.

Mike noted that Officer Doug Smith has been assigned a supervisory role for the PSAP at the Police Department. The TRDC Commission will be reviewing a letter sent to them from Mike outlining specific concerns. An EMS representative was suggested on the TRDC Commission; tabled for further review.

The TCFD has acquired licensed frequencies within our range. Infrastructure updates are not planned.

Mike explained an incident with some crew members on Sunday which has been dealt with regarding crew status and scheduling. He read a description of the situation. Letters will be sent to the crew members involved.

Old Business

1. The 2010-2011 budget was discussed and updated.
2. Mutual Aid contracts are still with the Town attorney being reviewed.

New Business

1. The Commission agreed that the Director of Personnel would be the individual to deal with any infractions of the Sexual Harassment Policy of the Town.
2. Commission vacancies were discussed. Charlie Evans' term is up in December.
3. Vi Watson read a letter from TEMS member Michael Heilbrunn requesting appointment as the Director of Training. This position has been vacant for a couple of years with the duties divided between Personnel and Executive Director. The Commission reviewed this letter and based on the recommendation from the Executive Board, motion was made by John Butkus to endorse Michael Heilbrunn as the Director of Training effective immediately. Seconded by Joseph Rodriguez. John Butkus then moved to allow Michael to complete the remainder of the term for the Director of Training and then be automatically approved for the next two year term. Seconded by Joseph Rodriguez and approved unanimously.
4. Restructuring of the Executive Board was discussed. It was agreed that two title changes would be made – Executive Director would become Chief of Service and Director of Operations would become Assistant Chief of Service. This change is in-line with other EMS services. It was agreed that the Executive Board members should be invited to the next Commission meeting to discuss the restructuring and consolidation of the Executive Board.
5. Tax abatement requirements were discussed.

Adjournment

There being no further business, the meeting was adjourned at 9:50pm.

Respectfully submitted,

Barbara Crandall
Administrative Assistant